



JOB DESCRIPTION

JOB TITLE: Program Administrator
DEPARTMENT: Public Works Department
REPORTS TO: Director of Public Works
DATE: May, 2009
EMPLOYEE UNIT: Management & Confidential
Supersedes: July, 2004
FLSA EXEMPT: Yes

JOB SUMMARY: Under general direction of the Public Works Director, manages several City Program areas, including Solid Waste Management, Water Conservation, Environmental Programs, Stormwater Pollution Prevention, Cable Television, and provides professional assistance to City staff.

CLASS CHARACTERISTICS: This is a mid-management classification responsible to provide administrative direction, coordination, review and control for assigned programs. This classification requires initiative and dependability with a willingness to be original in approach, adaptable, and provide decisive leadership. This class is distinguished from other program and project managers by diversity of programs administered and the degree of independent thought, action, and coordination with other City departments and outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Director of Public Works, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Plan, direct, negotiate, analyze, supervise and monitor the City's Solid Waste Management, Water Conservation, Environmental Programs, and Cable Television Programs.
2. Develop and implement strategic plans for assigned programs.
3. Negotiate and manage contracts for assigned programs.
4. Engage in joint planning and coordination with other departments, agencies, and jurisdictions to promote recycling, storm water pollution prevention, and water conservation.
5. Provide liaison with private industry, management consultants, local state and federal agencies and governing bodies as appropriate.
6. Study and recommend alternatives for expanding recycling efforts within the City.
7. Prepare and monitor state and federal grant applications.

8. Monitor and report on all legislation which might affect existing and future operations.
9. Direct and supervise the work of subordinate staff, contract workers and community volunteers.
10. Prepare for and conduct staff presentations at City Council meetings and public hearings.
11. Administer the cable television customer service program and public access television services.
12. Design and implement public education programs.
13. Undertake special studies/projects as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in environmental science, or business administration, public administration, or a related field.
2. At least five years of professional experience in municipal public administration, two years of which involved the administration of public programs and at least two years of supervision of professional and clerical staff.
3. Additional experience related to the program areas and/or a Masters degree in public administration or one of the program areas is desirable.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.

Knowledge of:

1. Comprehensive and current principles, practices, and techniques in the assigned program areas.
2. Public administration principles related to municipal government activities, including the role of elected officials and staff.
3. Relationships between the City, general public and other government agencies.
4. Principles and practices of supervision and training.
5. Municipal budgeting procedures and techniques.
6. Principles of public relations and communication.
7. Statistical concepts and methods, research organization, problem solving techniques.

Skill in:

1. Developing and implementing goals, objectives and procedures.
2. City administration computer operations.
3. Research methods and the sources of information pertaining to areas of responsibility.
4. Organizing and coordinating the activities of public and private groups.
5. Making effective presentations to City Council and the public.
6. Providing outstanding customer satisfaction (internally and externally).
7. Use of common office software including Microsoft Office.

Ability to:

1. Develop and implement goals, objectives and procedures.
2. Develop and maintain effective working relationships with those contacted in the course of work.
3. Use initiative and judgment within established guidelines.
4. Set priorities and follow-up on projects.
5. Represent the City effectively in meetings and with others.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.